

## Section 6.1 FUNCTIONS MENU

### Data Collection Overview

Purpose	<p>This section provides an overview of the main functionality of the Data Collection and Distribution System (DCDS) which is to compute payroll and distribute payroll expenses for the primary categories of data collection (time and attendance, equipment usage, and activity reporting).</p> <p><b><i>The following sections provide procedures for Timekeepers and Employees to enter time in DCDS.</i></b></p>
Tabs	None
Reminders	<ol style="list-style-type: none"> <li>1. The Data Collection function is accessed through the Functions, Data Collection or Employee Data Collection items from the menu bar. The window used depends on whether time is reported at the Timekeeper Unit (TKU) or Employee level. The TKU level uses the Data Collection window where the employee uses the Employee Data Collection window.</li> <li>2. The Data Collection window consists of the following tabs: <ul style="list-style-type: none"> <li>■ Selection - Allows Timekeepers to select a specific TKU, pay period, or an Employee. If an employee had changes entered for their Position Number, TKU, Status, Bargaining Unit, Voluntary Plan, FLSA Expiration and <b>Position Level does not change</b> in the pay period for time being entered, the employee is highlighted in red in the Selection List window.</li> <li>■ Time - Allows for entry of Time and Attendance data.</li> <li>■ Activity - Allows for entry of hours applied to a specific activity.</li> <li>■ Equipment - Allows for entry of hours and/or mileage applied to the use of specific equipment.</li> <li>■ Emp Info - Displays General Employee Information, Leave Balances, and Standard Distribution data.</li> <li>■ History - Displays actions taken upon an employee's time, equipment, and activity information once it has been submitted.</li> </ul> <p>The Selection tab is the first tab displayed. Once the appropriate information is selected or entered and the select button is clicked, the remaining tabs become available.</p> <p><i>Continued</i></p> </li> </ol>

**Data Collection Overview**

Reminders  
(Continued)

**3. Options for Data Collection**

Prior to entering time in DCDS, agencies must decide how data will be entered, the windows that will be available to users, and the specific types of hours and coding block fields that will appear on the windows. Listed below are the various options available. Options are defined through the Security process (*see Section 3*), by specific TKUs within an agency and the DCDS system.

■ **Timekeeping Unit or Employee Entry**

Agencies may choose to enter time at the TKU level or have the employee enter their own time. When time is entered at the TKU level, the employee fills out a timesheet and forwards it to the timekeeper. The timekeeper enters the time information reported by the employee into the system. When time is entered at the employee level, each employee enters their own time which includes non-employees (i.e. volunteers, contractors, etc.) and employees not currently in the system.

■ **Time Reporting Components**

The system's flexibility allows each agency to select the components of data collection that applies to their reporting requirements. All agencies report time and attendance data through DCDS. However, they have the option to use the remaining components of activity and equipment reporting. As an example, an agency may choose not to report activity data, but benefit from reporting equipment usage data.

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**Data Collection Overview****Reminders**  
*(Continued)***■ Hours Entry or Hours by CB (Coding Block) Entry**

The following options are available for entering time:

- Hours Entry - Used primarily for employees using the standard distribution and displays hours worked and/or used for each day of the pay period.
- Hours by CB (Coding Block) Entry - Used primarily for employees reporting hours for a particular coding block element and displays hours worked for specific projects and grants.

The option is selected by accessing the Options menu (*see Section 4.1*). Once it is determined how time will be entered, the specific types of hours or coding block elements may be selected for each TKU by accessing the Options, TKU Options menu (*see Section 5.2*). As a result, windows for each TKU display with various hours type fields and coding block elements.

**■ Default Work Schedule**

Each TKU has the option to display the employee's default work schedule on the time entry window. The option is enabled or disabled under Options, TKU Options, TA Options Tab (*see Section 5.2*). Displaying a default work schedule reduces the amount of data that needs to be entered. Detailed data would only need to be entered if leave is used or overtime hours were worked, etc. Default work schedules also provide timekeepers the option to generate a timesheet reporting an employee's usual work schedule when time information has not been submitted by the reporting deadline specified. Establishing a default work schedule is most useful if the employees are using the standard coding block. To establish a default work schedule access the Params, Personnel Data, F-Default Work Schedule (*see Section 14.6*).

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**Data Collection Overview****Reminders**  
*(Continued)***■ Manual or Automated Approval of Time**

The following options are available for time approval:

- **Manual** - Supervisors approve time information or leave requests by signing the paper form filled out by the employee. Once approved, the leave request is sent to the timekeeper to enter in DCDS.
- **Automated** - Information is entered in DCDS on-line and submitted to the employee's approver for on-line approval. Leave requests are automatically posted on the timesheet.

**■ Defaults (Pre-defined data)**

Users have the option of using defaults or overwriting data. When defaults apply, they have been noted within the description of the field within a procedure.

**■ Invalid Coding Blocks**

Agencies have the option to allow the data entry of coding block elements that are invalid (not valid in **R★STARS**) with only a warning instead of displaying an error which must be corrected before time is submitted. This may be necessary to do if a project is in the process of being established just prior to the entry of time and attendance data in DCDS.

**■ Personal Mileage**

Users may enter personal mileage applicable to hours worked under the Personal Mileage Tab. This function is enabled or disabled under Options, TKU Options, TA Options Tab (*see Section 5.2*).

**■ Copy Time Function**

Users may copy coding blocks or hours from a timesheet to the Activity or Equipment Tab. This function is enabled or disabled under Options, TKU Options, TA Options Tab (*see Section 5.2*).

4. For Error or Warning descriptions applicable *see Section 2.3*.

**References**

*No Specific References*

## Functions Menu

The following menu is displayed when the Functions item from the Menu bar is selected. The following sections provide procedures for Data Collection and Employee Data Collection.

